



Job Opportunity

State Controller's Office

Position: Office Assistant (Typing)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite #622, Sacramento, CA 95814

Issue Date: May 10, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Georgienne Brandon - 322-5215,
Lilia Leal - 322-5343

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-1379-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the direct supervision of the Senior Accounting Officer (Supervisor), the incumbent will be responsible for providing clerical support for the Departmental Accounting Office (DAO).

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Duties include but not limited to the following:

- Type daily remittances reported to State Treasurer, bank deposits, claim schedules, and remittance advice for revolving fund, special funds, and general fund.
- Responsible for answering DAO multi-line telephone, receptionist desk, general clerical and filing support. Also, assist as back up with Administration's multi-line telephones. Open and distribute incoming mail. This task also requires that DAO mail is date and time stamped. Prepare procurement orders and maintain general office supplies for various Administration Units.
- Prepare daily transmittal of all checks received and deposited by DAO. Also, prepare transmittal for checks received and send to the appropriate divisions or agency.
- Perform daily messenger runs to all SCO agencies within building, State Treasurer, and other outside entities or agencies as needed.
- Assemble claim schedules for the General Revolving Fund, Vendor. Run tape of all claim schedule face sheets for payment.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite #622

Sacramento, CA 95814

Attn: Georgienne Brandon

SROA and Surplus candidates should attach "surplus letters" to application. Failure to do so may result in application not being considered.